

1743 Keeping and Destroying Records
NIH Records Control Schedule

6000 Research Contracts

See section 2600-A for contracting officer case files

See section 3000-G for research data

6000-A - RESERVED

6000-B - Program Management

6000-B-1 Project Officers' Files used in administration of research contracts.

- a. Records necessary to describe the scope of work and other requirements of the contract, to account for expenditures of funds and to establish whether the contractor has met all requirements of the contract:

Disposition: One copy of each record should be included in the contract file maintained in the procurement office. For disposition of contracting officers' contract case files see item 2600-A-4.

- b. Duplicates of records described in item 6000-B-1a and progress reports, scientific and technical information, and other records useful for health science administration of research programs, or to prepare reports, summaries or evaluations.

Disposition: Destroy 15 years after close-out of the last contract awarded in a research program, or when no longer needed, whichever is sooner.

- c. Electronic copies created on electronic mail and word processing systems.

Disposition: Delete when file copy is generated or when referencing or updating is completed.